

# Governing Body Meeting Minutes

**School:** Oswald Road Primary School

**Quorum:** 5 (Met at this meeting)

**Chair:** Suzi Willis

**Clerk:** Karen Lowe

**Date of meeting:** 27 March 2013

**Venue:** Oswald Road Primary School

## Attendance

Name	Governor type	'End of Term of Office' date	Present (P)/apologies (Ap)/absent (A)
Emma Dawkins	Parent	31/08/14	P
Helen Dobson	Community (Vice Chair)	18/09/15	P
Suzi Willis	Parent (Chair)	20/10/15	P
Kathryn Whalley	Staff	<b>25/09/12</b>	P
Ellie Russell	Parent	20/10/15	P
Deborah Howard	Acting HT	N/A	P
Sheila Newman	LA	31/08/14	P
Dave Bell	Parent	24/01/14	P
Janet Doherty	Parent	TBC	P
Sarah Benjamins	Parent	TBC	Ap

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## Others present

Name	Role
Karen Lowe	Clerk

## Agenda Items

<b>1</b>	<b>Apologies &amp; welcomes</b>		
	Apologies were accepted from Sarah.		
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

<b>2</b>	<b>Declaration of Interests</b>		
	None		
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

3	AOUB		
None			
	Actions or decisions	Owner	Timescale

4	Minutes of the last meetings 13.2.13 and matters arising		
<u>13.2.13</u> The minutes of the meeting were approved as an accurate record, subject to the following amendments;  Page 2 – typo ‘god’ should read ‘good’ first question, typo – ‘date’ should read ‘data’  Page 4 – first question change answer from ‘Based on pupil progress data’ to the ‘Pupil Premium is not given a judgement, the Requires Improvement is the school’s overall judgement’  Page 6, Academisation – change ‘The aim is to get the school to the position where the governors will have choice’ to The aim is to get the school to ‘good’ or ‘outstanding’ so that the Governing Body has choice’  Matters Arising T&L; Q. Has the ‘inadequate’ teacher been observed again? Yes – now ‘requires improvement’ with good progress.  Community Governor vacancy; The Chair has spoken Richard Price, who will be happy to join the Governing Body as a Community Governor. Richard will formally join the Governing Body at the next meeting on 21 May 2013. It was noted having a new governor on board will help to test the school’s new governor induction process.  <u>‘Mini Governing Boy Meeting March 2013</u> The minutes of the meeting were approved as an accurate record.  There were no matter arising.			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"><li>Minutes of 13.2.13 and March 2013 approved</li><li>Invite new Community Governor to next Governing Body meeting</li></ul>	Governing Body  Clerk	  21 May 2013

5	Acting HT's Report
The Acting HT presented her report and the following points were raised/highlighted in discussion.	
<u>Attendance</u>	
The target for the year is 96%. In the term on term comparison with the previous year, the	

improvements evident in Spring 1 (94.52% 2012, 95.6% 2013) are a direct impact of the strategies that have been put in place this year.

Persistent Absence (PA) – At the end of the Spring term, 7 children were on track to be classed as PA, compared to 6 children at the same time in 2012. A significant number of the PA children was due to serious illness.

The increase in unauthorized leave (0.33% to 0.52%) is due to the changes in the criteria for authorized leave during term time.

#### Behaviour & safety

Time out – in class behavior system;

The system has only been in place since the beginning of the Spring term, during which time there has been an average of 6 time-outs per class. The number of incidents dipped in Spring term 2.

Q. Are you checking on the nature of the incidents i.e. if same children?

Yes.

Lunchtimes – There has been 1 red card.

Peer Mediators – This is working effectively in KS1 and Foundation Stage.

Bubble Time – children now know who they can approach if they need to talk.

Pupil Voice – 91% of children feel safe all or most of the time.

Exclusions – There have not been any exclusions.

Racist Incidents – There has been 1 incident, which has been dealt with.

Vulnerable children – D Carter is providing personalised support.

H&S issues around the school are being addressed.

#### Quality of Teaching & Learning

The 'good or better' observations have risen from 61% Autumn term to 80% Spring term. The 'outstanding' observations have risen from 1 in the Autumn term to 2 in the Spring term. The two 'outstanding' observations were in Lower and Upper KS2. 'Outstanding elements' were evident across all of the Key Stages.

The governors noted that that this was the first Governing Body meeting where more than one 'outstanding' observation has been reported. It is also good to see that the 80% target for 'good or better' has been hit in March.

Brian Holmes (QA Professional) and Debbie Hunton (SSEO) are in school on 24 April to review and moderate the T&L. This will confirm the school's data and give the staff 'Ofsted' practice in front of external observers.

The Teacher Appraisal process is robust.

In terms of learning, there are lots of creative learning 'hooks' around the school to excite the children into wanting to learn. Parental input into the topics/themes is increasing.

## Attainment & Achievement

The governors reviewed the data as at the end of the Spring term.

Progress;

Ofsted is looking at the Average Points Score (APS) per child.

Q. What is 1 APS equivalent to?

Half a sub-level, which equates to satisfactory progress. 2 APS equates to accelerated progress. 3 APS equates to highly accelerated progress.

Where the levels of progress are below age related expectations or have remained static, the following actions are on place

Y3 Class (NQT) Writing 75%, Maths 76% - The NQT is being supported by an experienced Y3 teacher in PPA, team teaching and planning. The NQT is observing model lessons across the school. The HT will oversee the planning and books on a weekly basis.

Y4 Class (NQT) Reading 86%, Maths 86% - The NQT is being supported by an outstanding KS2 practitioner and will observe model lessons. The NQT support will focus on Maths, support/ideas for the challenging of the higher ability readers.

Y6 Writing 86%, Maths 81% - daily work is being undertaken with small groups of targeted children. In writing, the Acting HT undertaking four booster sessions per week. More focus will be placed on the use of time and the start of the day activities. For Maths, there will be more work on test techniques.

Q. If in Y6 there is 71% accelerated progress in Maths, did we as a Governing Body ask the right questions last year when these pupils were in Y5?

We were asking the questions – it was how and when the data was presented that was the issue.

Q. What is the NQT Mentor process?

NQTs are paired with suitable mentors. When they commenced at the school they were initially started on PPA; however they are now on the full NQT year programmes. The mentoring programme is overseen by the Acting HT. There is evidence of improving quality of T&L.

Q. Should the Acting HT be doing this?

An interim solution while the leadership is being developed.

Attainment Projections;

Y 1 – The projected levels are below national averages for all three subjects. This is a focus and interventions are in place for pupils and staff. The children have entered Y1 on low levels from EYFS.

Y2 – There has been good progress and great teaching; however the cohort is achieving lower than last year. There have been some new entrants and leavers.

Q. Why have children left the school?

Families moving out of the area etc.

Y6 Secure Averages;

Reading 90%

Writing 61%

Maths 90%

Q. Is the 61% for writing secure?

Yes – on track for level 4; however with the intervention in place, the percentage will significantly rise by June. Y6 assessments have been moderated by Dave Thompson, Acting Deputy HT. The earlier assessments were cautious – the school is addressing this. Next term there will be cross school moderation with Brookburn Primary. The T&L Committee are to look at the work undertaken on progress and attainment.

The Y6 attainment needs to be above national averages. Small group daily interventions are in place. The 'low average' pupils are on track for L4c.

The teachers are held to account for the class projections.

There has been good feedback from the parents regarding the e-books etc.

The governors asked for the data to be presented to them in a consistent format – the Acting HT is already working on this.

In terms of Ofsted data requirements, the Acting HT has evidence in school to show the progress over the last 3 years, even if some of the historical data is suspect.

The governors had noted the comment in the report regarding 'work to be done over the holidays...'. The Governing Body need to ensure that staff, in particular the Acting HT, have an appropriate work life balance.

#### Leadership & Management

Acting Deputy HT – Dave Thompson has had to return to his school.

Assistant HT – Helen Ward has been appointed to start in September. She has expertise in Foundation Stage and early KS1.

Q. Was it a strong pool of candidates?

On paper, yes.

Q. Has she worked with us before as part of our work with The Willows?

Yes.

School Business Manager - Heather Temple-Mead from Brookburn Primary will be in post from April

Restructure – This has been implemented and will be operational after Easter. It has been well received by the TLR holders and the staff.

Leadership development across the school is becoming evident. There has been a noticeable improvement of quality at the recent Assessment team meeting.

#### Calendar of Events

The calendar was issued to the governors, including the dates for the Governing Body and Committee meetings.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>

6	Self Evaluation Form (SEF) - T&L Section		
<p>The governors reviewed the T&amp;L section extract;</p> <p>Q. How is this used? A working document for staff.</p> <p>The governors need to show that they know the school, can see the improvements and can relate the data/information they receive to 'live' activity. The Governing body needs to 'own' the SEF.</p> <p>Janet is coming into school on 18 April to undertake a learning walk with the Acting HT. Janet will provide a feedback report for the next Governing Body meeting</p> <p>As a parent, Ellie came into the school during Science Week.</p> <p>Q. Do we have Linked Governors? The Chair advised that Kevin Fennelly, a National Lead in Governance, is looking at how the Governing Body operates and how governors can be more involved in the school.</p>			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"><li>Learning walk feedback to be provided at next Governing Body meeting</li></ul>	Janet Doherty	21 May 2013

7	<b>Governing Body '20 Questions Health Check'</b>		
<p>The questions had been issued to the governors ahead of the meeting.</p> <p>Q. What is the purpose of this?</p> <p>The questions from a Recommended Code of Governance for Schools and is designed to help governors and the SLT to set the strategic direction for the school. The answers need to be collated and reviewed in line with Kevin Fennelly's report on his review of the school's governance.</p> <p>It is good for the Governing Body to evaluate itself.</p> <p>The completed forms are to be sent to the Chair</p> <p>Kevin's report will be an agenda item for the next Governing Body meeting.</p>			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>Send completed Health Check forms to Chair of Governors.</li><li>Kevin Fennelly's Review of Governance Report to be agenda item for next Governing Body meeting</li></ul>	<p>Each governor</p> <p>Chair/ Clerk</p>	<p>21 May 2013</p>

8	Committee Reports
<u>Staffing Committee 5.3.13</u> Dave asked the governors to ratify the committee's review and approval of the following item;  Teacher Capability Policy:	

No issues were raised and the governors ratified the Teacher capability Policy, subject to the Staff Working Party's agreement to the content.

#### Finance Committee 14.3.13

Emma presented the minutes and asked the governors to ratify the committee's review and approval of the following items;

Cashflow Forecast;

No issues were raised and the governors ratified the Cashflow Forecast.

SFVS Governing Body Self-Assessment;

No issues were raised and the governors ratified the SFVS Governing Body Self-Assessment.

#### Building Development and H&S Committee 12.3.13

Sheila provided an update on the building development plans. The architect had questioned the original plans. The revised plans include the Governing Body's original request to build into the car park. Overturning any covenant on the land is being explored. The plans for the outdoor space will have to be changed. The playground development will be an agenda item for the next Governing Body meeting.

The governors reviewed the revised plans.

Whole School option 2 is the preferred option and the viability will be further investigated. The selection of the Nursery option will depend on whether the whole school option is viable. The current temporary classrooms could be used as a separate 'grown up' block for Y6.

The classroom space required for September 2013 needs to be a focus.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Teacher Capability Policy ratified</li> <li>Cashflow Forecast ratified</li> <li>SFVS Governing Body Self-Assessment ratified</li> <li>Playground Development to be agenda item for next Governing Body meeting</li> </ul>	<p>Governing Body</p> <p>Governing Body</p> <p>Governing Body</p> <p>Chair / Clerk</p>	<p>21 May 2013</p>

### **9 Governing Body Matters**

#### Strategic Away Day

This may be undertaken as a twilight event. The Chair will confirm the details.

#### NFER Parental Survey

This will be an agenda item for the next Governing Body meeting.

#### Governor Vacancies

A Community Governor vacancy has been filled (see Item 4). In addition, an approach is to be made to the local high school.

Staff Governor – John Hegarty has resigned. The Acting HT will arrange for the Staff Governor

election process to be undertaken as soon as practicable.			
	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"> <li>Confirm details of Strategic Away Event</li> <li>NFER Parental Survey to be agenda item for next Governing Body meeting</li> <li>Arrange for the Staff Governor election process</li> </ul>	Chair  Chair / Acting HT / Clerk  Acting HT	21 May 2013

10	Policy Reviews		
None			
	Actions or decisions	Owner	Timescale

11	AOB		
None.			
	Actions or decisions	Owner	Timescale

*The Acting HT left the meeting.*

<b>12</b>	<b>HT Recruitment Process</b>
<p>Debbie Hunton, SSEO, will be the LA Representative.</p> <p>The process is about finding the right person for the job. To be fair to the current leadership in the school, we need a clear and time limited process. We need to ensure that the process is open to the existing Acting HT to apply if she wishes to do so.</p> <p>For a September appointment date, any serving Deputy HT would need to be appointed by the end of May. A serving HT would have to be appointed before the end of April, which is too tight a time scale. If we appoint a serving HT, the start date will have to be 1 January 2014.</p> <p>Q. Do we need to advertise the post nationally? Yes.</p> <p>At this meeting we need to agree the ;</p> <ul style="list-style-type: none"><li>• ISR</li><li>• Timescales</li><li>• Appointment Panel</li></ul> <p>Appointment Panel; Sarah (if available) Janet Suzi Helen Dave (if available) Sheila</p>	



Katherine (Staff Gov)

The costs of any external practical process support to the Appointment Panel will be sourced, and approved by the Chair of Governors and Finance Committee Chair.

Timescales;

The selection/interview process will take place over two days – 20 & 21 May. The dates for advert and shortlisting will be agreed off-meeting.

ISR;

Based on the current total number of pupils, including EYFS, the school is a Group 3 school.

The range of spine points for a Group 3 school is L11 – L24.

As the school is expanding and the governors are seeking high caliber applicants, the ISR of L18 – L24 was approved.

The advert, job descriptions and person specifications will be agreed by the Appointment Panel when the external support has been sourced.

	<b>Actions or decisions</b>	<b>Owner</b>	<b>Timescale</b>
	<ul style="list-style-type: none"><li>• Obtain costs for external support package</li><li>• Source off-site venue for day 2 of interview process</li><li>• Appointment Panel agreed</li><li>• ISR approved.</li></ul>	Janet Doherty  Helen Dobson  Governing Body  Governing Body	

<b>Date and time of next meeting:</b>	<b>Tuesday 21 May 2013</b> <b><i>The time of the meeting TBC</i></b>
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